

***Customer Guide for using the electronic
Government Ordering System (e-GOS) Government-
wide Strategic Solutions (GSS) for Desktops and
Laptops***



NITAAC Customer Support

Phone: 1-888-773-6542

Website: NITAAC.nih.gov

E-mail: NITAACsupport@nih.gov

CIO  CS
COMMODITIES/SOLUTIONS



National Institutes
of Health

everything IT

GOVERNMENT-WIDE ACQUISITION CONTRACTS FOR IT PROCUREMENT

- ❖ OMB defines Strategic Sourcing as a collaborative and structured process of analyzing an organization's spend and using the information to make business decisions about acquiring commodities and services more efficiently and effectively.
- ❖ This iterative of the NITAAC Government-wide Strategic Solutions (NITAAC-GSS) streamlines the ordering of Computers (Laptops and Desktops). It is recommended all Laptops and Desktops be purchased from NITAAC-GSS.
- ❖ The following PowerPoint is a user guide to show Government ordering points of contact how to use e-GOS to order products under the NITAAC-GSS.

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Logging into NITAAC-GSS

Logging into NITAAC-GSS

NITAAC Homepage

<http://nitaac.nih.gov/nitaac/>

- ❖ You can access NITAAC-GSS through NITAAC's homepage.
- ❖ Select the "LOGIN" button located on the right of the screen, under Customer Service Division link.



The screenshot shows the NITAAC homepage with the following elements:

- Header:** NITAAC logo and tagline "OMB Authorized GWACs for IT Acquisition". A search bar on the right says "Search this site...".
- Navigation Bar:** Links for CIO-SP3 SERVICES/SOLUTIONS, CIO-SP3 SMALL BUSINESS SERVICES/SOLUTIONS, CIO-CS COMMODITIES/SOLUTIONS, Assisted Acquisitions, Tools / Templates, Training, Events, DoD, NIH, FAQs, and About.
- Left Column:** "OUR CUSTOMER SERVICE GETS YOU OUT OF" (partially visible), NITAAC logo, and a numbered list 1-6.
- Center Column:** A dropdown menu with two sections:
 - Login to e-GOS System:** Delivery Order Guidance, Memorandum: Delivery Order Options and Terminations, Process, Statement of Work, Strategic Sourcing Directive.
 - Contract Information:** Contract Holders, Master Contract (Conformed), EIT Standards and Section 508 Compliance, CIO-CS Vendor Portal, FAQs.
- Right Column:** "CUSTOMER SUPPORT CENTER" with email (NITAACsupport@nih.gov), phone (1.888.773.6542), and "Customer Service Division" link. Below is a "LOGIN" button with text "to e-GOS to submit your task/delivery orders".
- Footer:** Three red buttons: "About NITAAC", "Featured Topics", and "News and Announcement". Below "About NITAAC" is a paragraph: "Driven by quality people, contractors and services. Engineered for innovation with agile and flexible contract vehicles. NITAAC is truly a one-stop-shop for information technology (IT) acquisitions. With three government-wide acquisition contracts (GWACs) for IT products, services and solutions, plus the versatility of either direct or assisted ordering, NITAAC can help you fulfill mission critical IT requirements faster, more easily and at less cost than other comparable programs. Our OMB authorized GWACs – CIO-SP3, CIO-SP3 Small Business and CIO-CS – can be used by any federal civilian or DoD agency. The program is housed within HHS at the National Institutes of Health Information Technology Acquisition and Assessment Center (NITAAC). We invite you to learn how our quality people, contractors and services combined with our innovative, agile and flexible contracts can help you through your next IT buy." Below this are three columns of links: "Contract & FAR Benefits", "Case Studies", "Contract Matrix", "Free Training", "Contract Holder Listing", and "Testimonials".
- Bottom Right:** "Upcoming Events" list: "NITAAC Monthly Customer Training Session 04/02/2015", "NITAAC Monthly Customer Training Session 06/04/2015", and "NCMA World Congress 07/26/2015". Social media icons for Twitter, LinkedIn, Facebook, and govloop.

Logging into NITAAC-GSS (continued)



Login URL:

<https://cio.egos.nih.gov/>

You must have an existing account, or create a new account to use e-GOS.

- ❖ If you have an account, enter your email address and password in the “Existing Users” box, and select the “Log In” button.
- ❖ If this is your first time using e-GOS, you must register. In the “New Users” box, enter your e-mail address and select “Register”.



1 (888) 773-6542

NITAACsupport@nih.gov

Welcome to NITAAC's Electronic Government Ordering System (e-GOS)

Existing Users

☐ Yes, I am an NIH Employee

Email

Password

[Forgot your password?](#)

New Users

☐ Yes, I am an NIH Employee

Email

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Government Customer Dashboard



Dashboard

- ❖ The Dashboard provides Government Customers access to order laptops and desktop through the NITAAC-GSS module, report awards, view messages and actions, and utilize tools and templates.

Dashboard ?

Strategic Solutions

NITAAC-GSS

Create Order

CIO-SP3

CIO-SP3 Small Business
(IT Services & Solutions) ?

RFP

Create

CIO-CS (Commodities & Solutions) ?

RFQ

Create

Messages & Actions

[Task Order C-31679-O Awarded](#)

[RFQ CS-31669 Marked as Awarded](#)

[Task Order C-31478-SB Awarded](#)

Announcements

No Announcements.

Tools and Templates

[Search Labor Rates](#)

[CIO-CS Catalog Search](#)

[NITAAC FAQs](#)

[NITAAC Tools and Templates](#)

[Search Small Businesses](#)

[DOD DFARS Clauses](#)

Orders ?

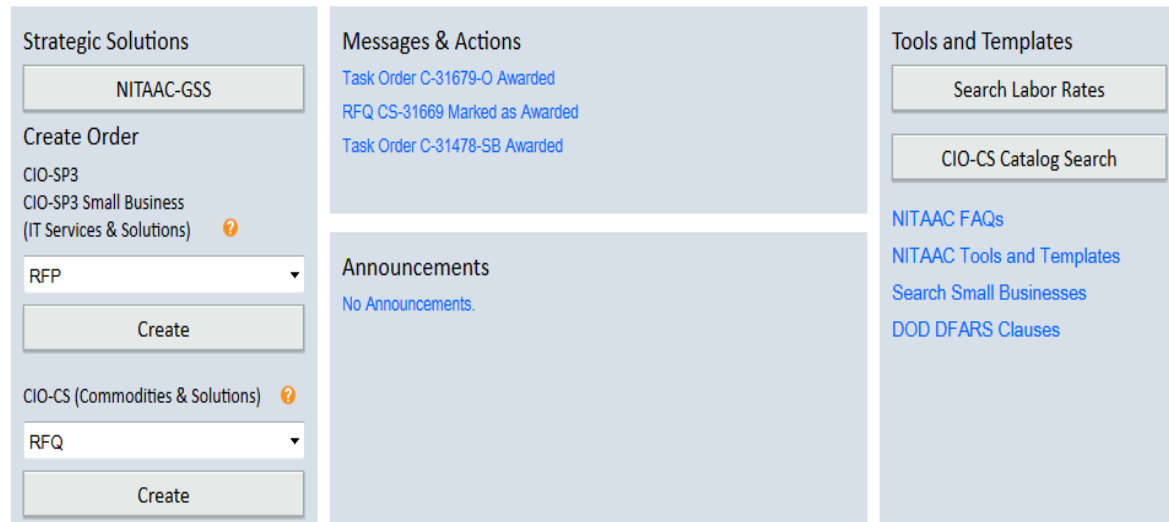
Search:

Using the GSS Module

Dashboard

- ❖ Using the NITAAS-GSS, Government customers across the Federal Government use Strategic Solutions to leverage purchasing power, reduce costs and improve performance
- ❖ From the e-GOS dashboard, select “Strategic Solutions” to initiate the ordering process or review existing orders.

Dashboard ?



The screenshot shows the NITAAC GSS Dashboard. On the left, under 'Strategic Solutions', there is a button for 'NITAAC-GSS'. Below it, the 'Create Order' section is expanded for 'CIO-SP3 CIO-SP3 Small Business (IT Services & Solutions)', showing a dropdown menu with 'RFP' selected and a 'Create' button. Further down, the 'CIO-CS (Commodities & Solutions)' section is also expanded, showing a dropdown menu with 'RFQ' selected and another 'Create' button. On the right, the 'Messages & Actions' section lists three items: 'Task Order C-31679-O Awarded', 'RFQ CS-31669 Marked as Awarded', and 'Task Order C-31478-SB Awarded'. Below this is the 'Announcements' section, which states 'No Announcements.'. On the far right, the 'Tools and Templates' section includes buttons for 'Search Labor Rates' and 'CIO-CS Catalog Search', and links for 'NITAAC FAQs', 'NITAAC Tools and Templates', 'Search Small Businesses', and 'DOD DFARS Clauses'.

Orders ?

Search:

Initiating an Order and Reviewing Product Specifications

Initiate New or Review Existing Orders

NITAAC Government-wide Strategic Solutions (NITAAC-GSS)

- ❖ Select “LAPTOPS AND DESKTOPS” or “NEW ORDER” to review hardware specifications or initiate an order or;

NITAAC Government-wide Strategic Solutions (NITAAC-GSS) is the structured and collaborative process of critically analyzing an organization's spending patterns to better leverage its purchasing power, reduce costs and improve overall performance. The pricing from the contractors selected to participate in this Government-wide Strategic Solutions for laptops and desktops initiative are displayed along with the specifications of the commodity for each contract holder for easy comparison.

Select “**Laptops and Desktops**” below to view product categories for all laptop and desktop computers.



LAPTOPS AND DESKTOPS

NEW ORDER

Orders

1-3 of 3

- ❖ View current orders that have been completed or are still in progress in the table.



ID	Title	Creation Date	Total Items	Status	Details
40010	null	07/08/2015 09:36:29	1	In Progress	Details
40008	test	07/08/2015 09:00:27	2	Completed	Details

Note: There is no need to prepare an RFQ for these requirements. The contract holders have already competed and been selected for the GSS program. Simply, select the product(s) you want to purchase and complete the required fields on the following Order screen

Reviewing Product Specifications

- ❖ Choosing “LAPTOPS AND DESKTOPS” allows users to select from one of two laptop configurations or one of three desktop configurations.
- ❖ Review the high level specifications for products you are interested in purchasing. Click “ADDITIONAL SPECIFICATIONS” for a detailed list of the minimum product specifications.
- ❖ Upgrade configurations contain all of the specs from the previous model and the additional specs shown in the detailed list.
- ❖ Choose the product you want to purchase by selecting either “View Laptop” or “View Desktop” and complete the required fields on the following “Order” screen.



Terms and Conditions

Laptops

Laptop (no optical drive)

- Intel Core i5-4300 (2.7 GHz) or equal

Additional Specifications

VIEW LAPTOPS

Laptop Upgrade 1 (optical drive)

- Intel Core i7 (2.6 GHz) CPU or equal

Additional Specifications

VIEW LAPTOPS

Desktops

Desktop

- Intel® Core™ i5-4570 (3.2 GHz) CPU or equal
- Windows 7 Professional with option to ship with 8.1 for free
- 8GB 1600 DDR3, Non-ECC, max capacity 32GB

Additional Specifications

VIEW DESKTOPS

Desktop Upgrade 1

- Intel® Core™ i7-4790 (3.6GHz) or equal
- Windows 7 Professional with option to ship with 8.1 for free
- 16 GB DDR3 1600 DIMM

Additional Specifications

VIEW DESKTOPS

Desktop Upgrade 2

- Intel® Core™ i7-4790 (3.6GHz) or equal

Additional Specifications

VIEW DESKTOPS





Placing a NITAAC-GSS Order in e-GOS

Placing an Order

- ❖ Enter the number of laptops or desktops you require in the Quantity box.
- ❖ Under the “OPTIONS” column, select ALL optional components you want to include in your order. These are the options for the device you are ordering. You are NOT REQUIRED to select any additional options but may chose one or ALL options that apply.
- ❖ You will also be able to order optional items AFTER you have added your initial order to your cart.

Home / Government-wide Strategic Solutions / Laptops and Desktops / Solutions



Laptop Upgrade 1 (optical drive)

Dell Latitude with Attitude	\$799.99
	<div>Contract Holder: EMERGENT, LLC</div> <div>Manufacturer Part Number: dia33333</div> <div>Socio-economic Status: Other than Small Business</div> <div>Product Specifications</div> <div>Options: 0 Monitor: 23.6 in viewable [\$149.99] 0 MS Office 2013 and Symantec End Point Protection [\$649.99] 0 Docking Station [\$129.99]</div> <div>Warranty: 3 Year Warranty [Standard No Cost]</div> <div>Quantity 1</div> <div>ADD TO CART</div>
	<div>Contract Holder: GovConnection, Inc.</div> <div>Manufacturer Part Number: dia33333</div> <div>Socio-economic Status: Other than Small Business</div> <div>Product Specifications</div> <div>Options: 0 Monitor: 23.6 in viewable [\$149.99] 0 MS Office 2013 and Symantec End Point Protection [\$1,649.99] 0 Docking Station [\$129.99]</div> <div>Warranty: 3 Year Warranty [\$10.00]</div> <div>Quantity 1</div> <div>ADD TO CART</div>

Placing an Order *continued*

- ❖ After you have selected all Options, you can choose the Warranty you want for your product. You will be shown a 3 year warranty by default but have the option to upgrade to a 4 or 5 year warranty at an additional cost.
- ❖ The total in the upper right will reflect the amount of the configuration and all selected options for each configuration.
- ❖ Once you are satisfied with your order, click “ADD TO CART” icon.
- ❖ An alert will pop up informing you that the “product is added to cart”.

Laptop Upgrade 1 (optical drive)

Dell Latitude with Attitude		\$799.99	
	Contract Holder: EMERGENT, LLC	Options: 0 Monitor: 23.6 in viewable [\$149.99] 0 MS Office 2013 and Symantec End Point Protection [\$649.99] 0 Docking Station [\$129.99]	Quantity 1
	Manufacturer Part Number: dla33333		
	Socio-economic Status: Other than Small Business	Warranty: 3 Year Warranty [Standard No Cost] 4 Year Warranty [\$39.99] 5 Year Warranty [\$79.99]	ADD TO CART
	Product Specifications		
Dell Latitude with Attitude		\$1,799.99	
	Contract Holder: GovConnection, Inc.	Options: 0 Monitor: 23.6 in viewable [\$149.99] 0 MS Office 2013 and Symantec End Point Protection [\$1,649.99] 0 Docking Station [\$129.99]	Quantity 1
	Manufacturer Part Number: dla33333		
	Socio-economic Status: Other than Small Business	Warranty: 3 Year Warranty [\$10.00]	ADD TO CART
	Product Specifications		

Viewing and Editing Your Shopping Cart

Viewing your Cart

- ❖ If you choose to “View Cart”, you can see all products that you have ordered.
- ❖ Additionally, click “VIEW CART” when you are ready to complete your order.
- ❖ If you wish to continue ordering additional configurations, click “BACK TO CATEGORY SELECTION”.


Home / Government-wide Strategic Solutions / Laptops and Desktops / Solutions

Items in cart: 0 [View Cart/Order](#)

Government-wide Strategic Solutions

Select from the products below.

Laptop (no optical drive)

Dell Latitude	\$599.99
	<div><div>Contract Holder: EMERGENT, LLC</div><div>Manufacturer Part Number: dia22222</div><div>Socio-economic Status: Other than Small Business</div><div>Product Specifications</div></div> <div><div>Options:</div><div><div>0</div> Monitor: 23.6 in viewable [\$149.99]</div><div><div>0</div> MS Office 2013 and Symantec End Point Protection [\$649.99]</div><div><div>0</div> Docking Station [\$129.99]</div></div> <div><div>Warranty:</div><div>3 Year Warranty [Standard No Cost]</div></div> <div><div>Quantity</div><div>1</div></div> <div>ADD TO CART</div>


Editing your Cart

- ❖ You can remove any or all products from your cart by selecting “Remove” below each item you have ordered.
- ❖ If you wish to continue ordering additional configurations, click “CONTINUE ORDER”

Home / GSSI / Cart Items in cart: 0 [View Cart/Order](#)

Enter the following required fields to complete your order.

Product(s) Selected



Contract Holder:
EMERGENT, LLC

Manufacturer Part Number:
dl111111

Socio-economic Status:
Other than Small Business


Options:
2 MS Office 2013 and Symantec End Point Protection [\$649.99]

Warranty:
3 Year Warranty [\$10.00]

[Product Specifications](#)

Quantity 3

[REMOVE](#)



Contract Holder:
EMERGENT, LLC

Manufacturer Part Number:
dl111111

Socio-economic Status:
Other than Small Business


Options:

Warranty:
3 Year Warranty [\$10.00]

[Product Specifications](#)

Quantity 3

[REMOVE](#)



Contract Holder:
GovConnection, Inc.

Manufacturer Part Number:
dl122222

Socio-economic Status:
Other than Small Business

Options:

Warranty:
3 Year Warranty [\$10.00]

[Product Specifications](#)

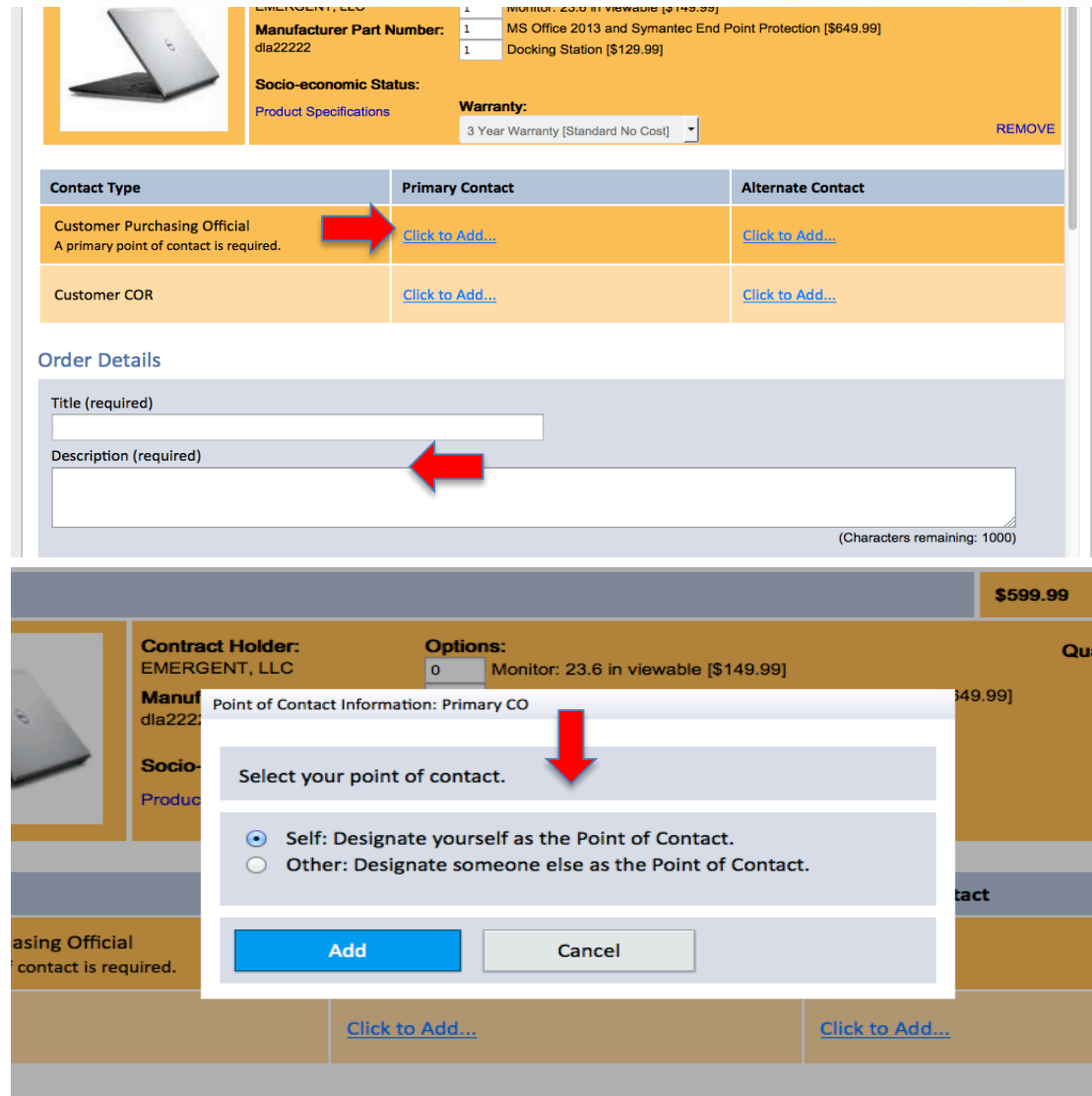
Quantity 3

[REMOVE](#)

Completing Your Order

Placing an Order *continued* – Points of Contact and Order Details

- ❖ After selecting “VIEW CART”, you will be directed to your shopping cart.
- ❖ Once you are satisfied with your quantities select the “PRIMARY CONTACT” icon, and select yourself or input someone else.
- ❖ Continue by completing the “ORDER DETAILS” creating a title and a description below the POC details.



Manufacturer Part Number: dla22222

Socio-economic Status: Product Specifications

Warranty: 3 Year Warranty [Standard No Cost]

REMOVE

Contact Type	Primary Contact	Alternate Contact
Customer Purchasing Official A primary point of contact is required.	Click to Add...	Click to Add...
Customer COR	Click to Add...	Click to Add...

Order Details

Title (required)

Description (required)

(Characters remaining: 1000)

Contract Holder: EMERGENT, LLC

Options: 0 Monitor: 23.6 in viewable [\$149.99]

Manuf dla2222

Socio-

Produc

Point of Contact Information: Primary CO

Select your point of contact.

☒ Self: Designate yourself as the Point of Contact.

☐ Other: Designate someone else as the Point of Contact.

Add **Cancel**

[Click to Add...](#) [Click to Add...](#)

Completing Shipping Information

- ❖ To Complete your Shipping Information, either select the **See Attached Shipping Information** check box then Upload your Shipping Information or;
- ❖ Fill out all required fields in the Shipping Information section.
- ❖ If you would like the system to retain the shipping information you just entered, select the **Make this my default shipping address** check box.
- ❖ If you are shipping to multiple sites i.e. you need your order to be split among multiple addresses you must upload shipping information instructions with your desired addresses.

NIITACsupport@nih.gov
Home | Customer Test | My Profile | Sign Out

Home / Government-wide Strategic Solutions / Laptops and Desktops / Cart

Items in cart: 1 [View Cart/Order](#)

(Characters remaining: 1000)

Shipping Information

☐ See Attached Shipping Information

Either attach shipping information or enter address below (Usually for multiple shipments)

Address (required)
101 executive blvd

Address 2 (Optional)
Apartment, suite, floor, etc.

City (required)
Rockville

State (required)
Maryland

OR
International State/province

Country (required)
United States

Postal Code (required)
20852 - Ext

☒ Make this my default shipping address

Upload Files

Document Title

File Upload
[Browse...](#) No file selected.

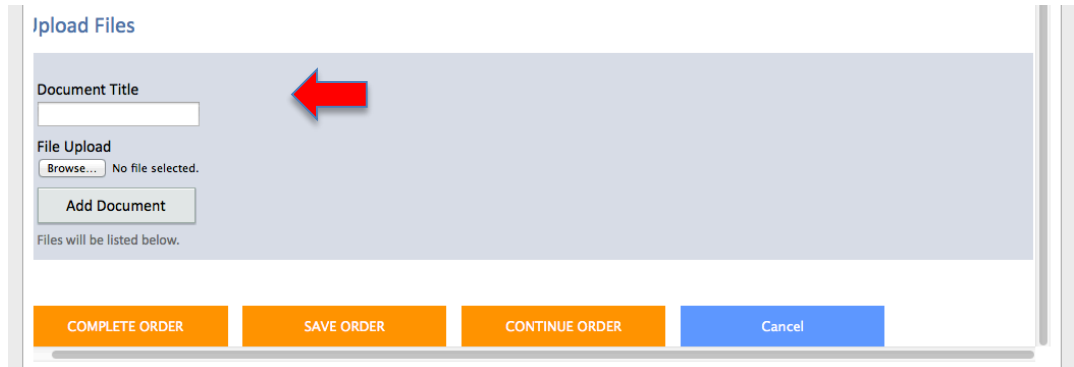
[Add Document](#)

Files will be listed below.

[COMPLETE ORDER](#) [SAVE ORDER](#) [CONTINUE ORDER](#) [Cancel](#)

Uploading Files

- ❖ Using the “Upload Files” capability, the Government customer has the ability to attach documents to their order.
- ❖ Examples of documents include Shipping Address and the SF-1449 or OF-347.
- ❖ Once uploaded, these files will appear in the table and can be reviewed or deleted before completing your order.
- ❖ The primary POC should upload the signed SF-1449 or OF-347 after placing their order.



Upload Files

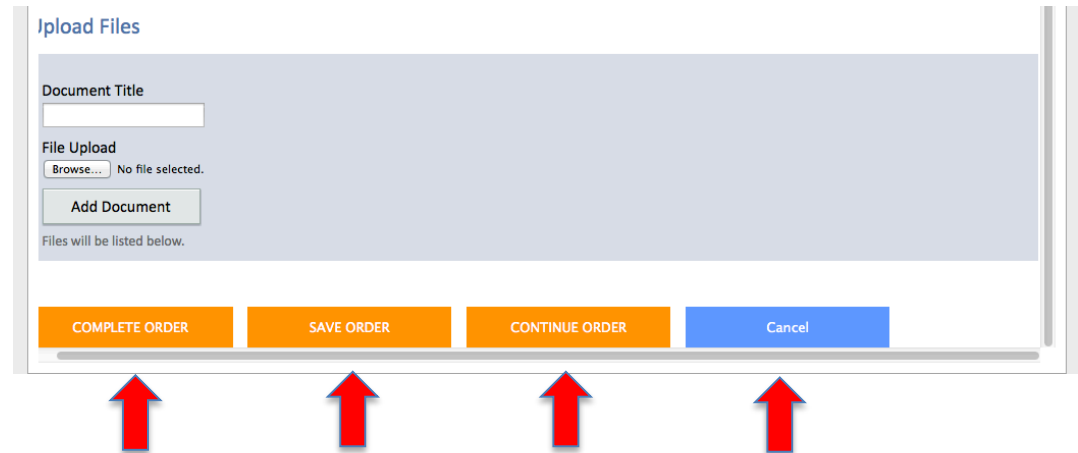
Document Title

File Upload
 No file selected.

Files will be listed below.

Saving Your Order

- ❖ At this time you may “COMPLETE ORDER”, “SAVE ORDER”, “CONTINUE ORDER”, or “CANCEL”
- ❖ If you hit “SAVE ORDER” you will be taken back to the GSS home page where you can view all orders and come back later to complete your order.
- ❖ If you select “CONTINUE ORDER” you will be directed back to the products specifications page where you can select additional products.
- ❖ If you select “CANCEL” your shopping cart will be deleted and you will be directed back to the GSS home page.
- ❖ When you are ready to complete your order select “COMPLETE ORDER”



Upload Files

Document Title

File Upload

Browse... No file selected.

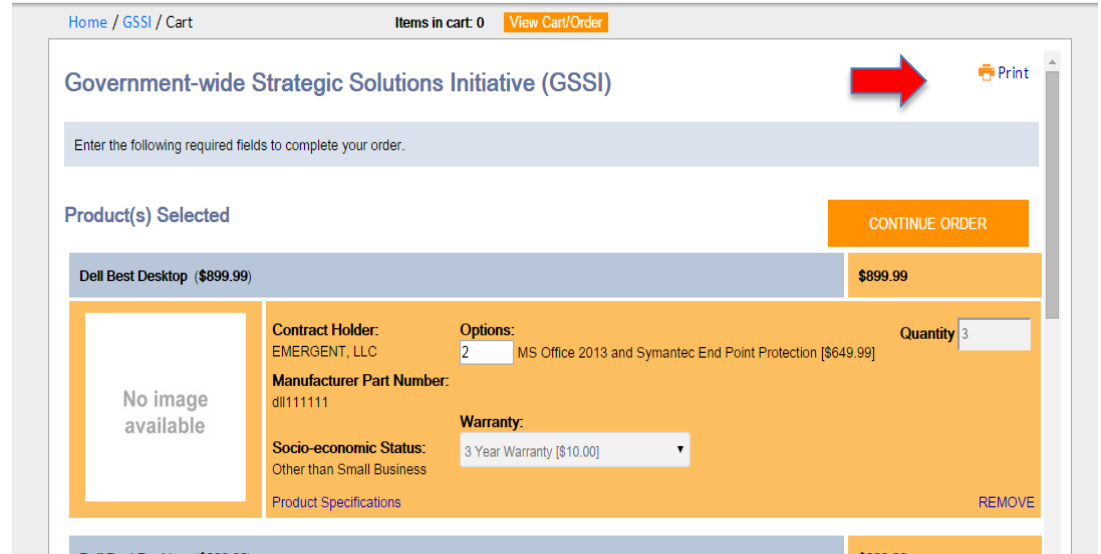
Add Document

Files will be listed below.

COMPLETE ORDER SAVE ORDER CONTINUE ORDER Cancel

Completing Your Order

- ❖ After you have finalized your order, please complete the following steps to place your order with the contract holder:
 - Print the “Cart” commodities and pricing. This will serve as your contract holder quote.
 - Complete and execute a SF-1449 or OF-347.
 - Forward both the quote and SF-1449 or OF-347 files to the selected contract holder to initiate the delivery order.



Home / GSSI / Cart Items in cart: 0 [View Cart/Order](#)

Government-wide Strategic Solutions Initiative (GSSI) [Print](#)

Enter the following required fields to complete your order.

Product(s) Selected [CONTINUE ORDER](#)

Product(s) Selected	Price
Dell Best Desktop (\$899.99)	\$899.99

No image available

Contract Holder:
EMERGENT, LLC

Options:
2 MS Office 2013 and Symantec End Point Protection [\$649.99]

Manufacturer Part Number:
dl1111111

Socio-economic Status:
Other than Small Business

Warranty:
3 Year Warranty [\$10.00]

[Product Specifications](#)

Quantity 3

[REMOVE](#)

Completing Your Order

- ❖ Once all required information has been completed, please select “COMPLETE ORDER”. You will be directed back to the GSS home page where you can view your order details. You will receive an email notification that your order had been successfully submitted.



Upload Files

Document Title

File Upload
 No file selected.

Files will be listed below.

Ordering Guidelines and Helpful Tips



- ❖ Government customers should place a separate order for each configuration.
- ❖ Government customers should place a separate order if ordering from multiple vendors.
- ❖ For example, if you want a Dell desktop and a Lenovo Laptop those orders should be placed separately i.e. all items can not be in one shopping cart.

Summary

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